

Vacancy:
Communication /Project Officer in the Brussels-based NEREUS-secretariat

NEREUS - Network of European Regions Using Space Technologies - is an initiative of 25 regions and 39 associate members with the common objective to spread the use and understanding of space technologies across Europe. It is the key mission of NEREUS, as a unique thematic network for matters of regional Space Use, to explore the benefits of space technologies for European Regions and their citizens. NEREUS' main activities focus on:

- Political Dialogue
- Interregional Co-operation & Partnership (Promotion and Outreach)
- Technological Trends and Developments relevant for future Space Solutions and User Needs

NEREUS devotes intense communication efforts to demonstrate and explain the added value of space uses as an enabling tool solving problems or meeting challenges at regional level with a direct impact on citizens' daily lives. Since its constitution, the interregional collaboration and interaction stimulated a number of initiatives making regional space activities more transparent and closer to the citizens.

The network has a Brussels based secretariat that is in charge of liaising with relevant European institutions, international networking, coordinating NEREUS-network activities and acting as a central interface for members and external parties.

More information on NEREUS on Website: <http://www.nereus-regions.eu/>

More information on NEREUS on TWITTER-account: <https://twitter.com/nereusaisbl>

The Communication/Project Officer supports/contributes to:

- a) The implementation of the **Communication Strategy** (internal/external):
 - Website management, Social Media Presence, Newsletter/Newsflash: compiling and distributing the network's newsletter and short newsflashes (edit, format and distribute);
 - Featuring important network events such as NEREUS-events and interregional collaborations (compiling articles, press releases, annual report etc.)
 - Drafting and editing **PR-material** such as flyer, poster etc. (layout, editing, coordinating publication etc.);
- b) **Project Management** of the association:
 - Supporting the management of EU and ESA-funded initiatives (tasks might refer to the whole project cycle: monitoring and analysing relevant EU and ESA-funding programs, preparation of contribution to bids or proposals; reporting, financial management; project meetings, dissemination strategy, dissemination of project results, etc.);
- c) **Management and Coordination of NEREUS Network:**
 - Handling requests by NEREUS members or external parties in an efficient and timely manner (Secretariat is interface for NEREUS organisation);
 - Being in charge of organisational aspects of key NEREUS meetings (e.g. Management Board Meetings, General Assembly, Brussels-based Group)

- Financial Monitoring, preparation of documents for treasurer and other parties, budget of the association;

Required skills:

Education and experience:

- Post secondary education or university degree in a relevant area such as economics, political sciences, Communication or similar – (*compulsory requirement*)
- Demonstrable work experience in similar positions; (*compulsory requirement*)
- Particular experiences/expertise (e.g. relevant professional experience, degree, etc.) related to Communication, Financial Management or Project Management, (*preferred requirement*);
- Particular experiences/expertise in the space sector (e.g. relevant professional experience with e.g. EU Commission, ESA, National agencies; relevant degree, etc.) - (*preferred requirement*);
- Experience with European institutions, regional networks or organisations; (*preferred requirement*);

Key competencies:

- Excellent proofreading and editing skills.
- Very good proficiency with word processing and knowledge of office automation systems (Word, Excel, Access, Outlook, PowerPoint as well as Missions) as well as Internet competencies
- Commitment to deliver on allocated tasks and respond in a timely manner to deadlines; effective organisational skills
- Ability to work in multi-cultural work environment.
- Effectively organize and prioritize workload;
- Strong interpersonal skills and ability to establish and maintain harmonious and effective working relations
- Commitment to quality and service.

Language

- High standard of spoken and written English together with the knowledge of two other EU languages (*compulsory requirement*);
- Among these two languages, good standard of spoken and written French is a welcome asset (supplementary asset);

General Info

- Full Time Position
- One year contract (possibility for renewal)
- 39,297 EUR gross salary plus benefits

Contact

In case of interest, please send your candidacy **until latest Tuesday, 15th January 2019** to the NEREUS-secretariat (info.nereus@euroinbox.com).